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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 8 October 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 41, Week of 1 - 7 October 1957

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1. Numbers in Clerical Induction Training. During the week of 1 October there were  people in Clerical Induction Training. Of these  were entering for the first time.

2. Numbers in Clerical Orientation Training. There were  people in Clerical Orientation for the week of 1 October.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 1 October were as follows:

	Tested	Qualified	25X1
Shorthand			
Typewriting			

25X1

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 7 October were as follows:

	Tested	Qualified	25X1
Shorthand			
Typewriting			

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5. Cancellation of "Early Bird" Typing Class.  notified the Registrar that because of staff shortages in Clerical Training, it would not be possible to conduct the regularly scheduled Fall running of the Non-Clerical Basic Typewriting Course. It is anticipated that the course will be conducted in approximately March of 1958, however.

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6. Postponement of Special Training Classes at  discussed with  of FDD/00 the necessity for postponing the conducting of a typewriting class for professional personnel as well as a proposed English Usage course at  at this time. It is hoped that the requests for these special courses can be honored early in 1958.

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